

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Contracts Analyst</u>	
		Division and/or Subdivision <u>Board of Forestry and Fire Protection (Board)</u>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <u>Sacramento</u>	
		Class Title of Position <u>Associate Governmental Program Analyst</u>	
		Position Number <u>541-001-5393-701</u>	
		Effective Date <u>March 7, 2023</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<p><u>Under the direction of the Administrative Unit Manager, this position will perform the following analytical and complex responsibilities.</u></p> <p><u>*Review, evaluate, and process contracts ensuring that the purpose, terms and conditions, funding authority, and data conform with State and Federal contract laws. *Research, interpret, and communicate contract laws, regulations, policies, and procedures appearing in various resources including the California Government Code, California Code of Regulations, Public Contract Code, State Administrative Manual, State Contracting Manual, and applicable Executive Orders. *Analyze, draft, finalize and process more complex and amendment contract agreement packages including various contract forms, law and policy citation exhibits, contractor instructional attachments, award documentation, and other material needed for determining legal sufficiency and policy compliance. *Assist Board staff in the development, completion or correction of contract forms and exhibits and respond to draft and final contract status inquiries while keeping the Unit Manager informed of sensitive issues and workload progress. *Troubleshoot problem contracts returned unapproved by the Department of General Services (DGS) and coordinate needed corrections with Board Staff. *Prepare rebuttals and responses to DGS contract return notices. *Provide hands-on contract training to new Board staff. *Conduct necessary research to follow-up on contracts that become stalled in the development or approval process. *Maintain contract analyst workload spreadsheet logs and process required entries into PeopleSoft and The Financial Information System for California (Fi\$Cal).</u></p> <p><u>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</u></p>		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they encounter during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: <u>This position requires travel up to 10% of the time. This travel may be local or statewide and may require overnight stays. Knowledge of Microsoft Word and Excel. Organized, dependable, good attendance, ability to follow instructions and work in a team.</u>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory _____			
Initials and date _____			

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30%

*Responsible for developing the criteria for, updating, and maintaining the Fire Risk Reduction Communities list in accordance with Public Resource Code 4290.1. *Analyze best practices for local fire planning in communities to determine validity of placement on the list by performing outreach to Department staff and local agencies. *Update the list annually and post the list on the Board's website. *Provide recommendations to the Land Use Planning Program Manager for any policy or regulatory changes necessary to improve the function of the list. *Prepare reports and analyses or provide other data as requested by the Board or program staff.

30%

*Manage the Board's receipt of fire hazard severity zone ordinances and subdivision map findings from local agencies. *Serve as the Board's point of contact for local agencies, maintain records for submitted ordinances and findings, and evaluate the Board's land use planning policies to make recommendations to improve these processes. *Prepare reports as requested by Board members, staff, and department staff, and prepare data to support legislative proposals, legislative analysis, and/or issue papers.

5%

*Attend and otherwise monitor relevant legislative hearings and prepare monthly reports on the status of relevant legislation for the Board.

5%

Other job-related duties in accordance with the class specification.

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Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date